



DEPARTMENT OF CORRECTIONS  
Health Care Recruitment Section  
2201 Broadway  
Sacramento, California 95818

## **“HELPFUL HINTS” THROUGH THE CIVIL SERVICE PROCESS AND THE EDUCATION AND EXPERIENCE EXAMINATION**

The following information provides you with an overview of the process beginning with completing the required application/forms through being contacted for a hiring interview with the Department of Corrections.

### **THE APPLICATION PACKAGE**

The forms listed below may be included

- A. **The Standard State Application.** Ensure all licenses/certificates are reflected; both the month/year and full-time/part-time of previous or current work experience is listed; and the complete name and location of the college/university attended, the course(s) of study, units completed, degree(s) obtained, and date(s) completed. Resume or curriculum vitae may be attached with the completed Standard State Application. Be sure to include ALL information as requested on the Standard State Application form. This information will be used to determine your score and placement on the employment list.
- B. **Supplementary Information to Application -- Medical Classes.** NOT REQUIRED FOR ALL CLASSIFICATIONS. If you have not been sent a supplementary information form, one is not required for the classification for which you have applied. This form provides additional information not collected on the Standard State Application. Please ensure all information is complete and accurate since the information on this form will be used in the examination process.
- C. **Institution Preference Form 631.** This form provides you with an opportunity to specify those institution(s)/location(s) at which you would be willing to accept employment. If you are successful in the examination process, your name will be placed on an active Employment List and utilized when filling vacancies at the location(s) you specify on this form (i.e., location preferences and full-time/part-time).
- D. **Recruitment Publicity Questionnaire.** The information provided by you on this form will assist us in determining the effectiveness of our current recruitment methods. All information is used by the Recruitment Unit ONLY and will in no way affect your test score or eligibility status.

### **SUBMITTING THE APPLICATION PACKAGE**

The documents listed above should be sent to:

California Department of Corrections  
P.O. Box 942883  
Sacramento, CA 94283-0001  
Attn: Personnel Examining Section

The Recruitment Publicity Questionnaire is used to identify the method by which you learned of employment with the Department. We recommend you retain a copy of your application package for your personal files, it will be requested by the hiring institution when they schedule your interview.

**CONTINUED ON REVERSE**

## **“Helpful Hints” Continued**

### **THE EXAMINATION PROCESS**

**Definition:** An Education and Experience (E&E) examination consists solely of rating a competitor’s education and experience, as presented on the application, applied to predetermined rating criteria. **There is no written examination or oral interview.**

Your application will be reviewed to determine whether you meet the requirements for admittance to the examination. Applicants not meeting entry requirements are sent a notice and given the opportunity to respond. As stated earlier, it is important to be as thorough as possible on the Standard State Application to ensure all appropriate information is considered in this examination process.

Applicants meeting the requirements for admittance will receive final results of the examination in the mail from the examining office.

### **THE HIRING AND INTERVIEW PROCESS**

Hires within Civil Service must be made from an active employment list. As a result of the examination process, candidates are “ranked” on the active employment list based on the score received. Hires may be made from the first three (3) ranks of an active employment list.

Once your name appears within the first three (3) ranks, you will begin receiving notices of job openings at those institution(s) which you specified. These notices are typically referred to as Employment Inquiries and require your response. If you do not reply within the required timeframe, your name will be placed inactive on the Employment List. Your name will remain inactive until you request the departmental certification unit to reactivate your status on the list.

If you are interested in applying for the job opening, return the Employment Inquiry form checking the appropriate box that you are interested in the position and enclose a Standard State Application, (a copy of your original application is acceptable).

Each institution schedules hiring interviews. If you are selected for an interview you will be contacted and the hiring authority at the institution will make arrangements with you.

For more information, please call our toll free number 1-888-232-4584 or visit us online at [www.cdc.state.ca.us](http://www.cdc.state.ca.us)

**Thank you for your interest in employment with the California Department of Corrections.**

**Equal Employment Opportunity Employer**